



Kentucky State Publications Program

Kentucky Department for Libraries and Archives



A state publication is a publication in any format that is produced by the authority of, or at the total or partial expense of, a state agency; is required to be distributed under law by the agency; is publicly distributed outside the agency; or is displayed on a public agency web site or made available to the general public digitally by any other means.

Examples of publications to send:

- annual/biennial reports
- audits
- budgets
- conference proceedings
- directories
- financial reports
- handbooks/guides
- legal reports
- magazines
- maps
- minutes
- newsletters (external)
- opinions (official)
- performance and funds management reports
- posters
- research reports
- rules and regulations (compilations of)
- state and strategic plans
- studies
- technical bulletins

An agency's Records Officer is responsible for:

- sending three (3) copies of each report and publication issued on paper by that agency; and one (1) copy of each publication issued in electronic format to the Department for Libraries and Archives, Division of Archives and Records Management.
- sending a complete list, in writing, of the agency's current state publications, in all formats, at the end of each fiscal year and upon request to KDLA's Division of Archives and Records Management.
- acknowledging receipt of an Electronic Records Transmittal for KDLA.

Records Officers should forward publications to the Division of Archives and Records Management on the date of issue.

Electronic publications can be forwarded in Adobe Portable Document Format (PDF), as attachments to an email message, or as documents on a CD or DVD. For guidance on acceptable publication formats, contact KDLA's Electronic Records Management Branch Manager at 502-564-1707.

<http://kdla.ky.gov/EMPLOYEES/KYSTATEPUBS/Pages/default.aspx>

For more information on submitting a state publication, please contact:
State Records Branch Manager
502-564-1703

For assistance locating a state publication, please contact:
Archives Research Room
502-564-1770
800-928-7000

Examples of publications NOT to send:

- agendas
- advertisements
- announcements
- artwork
- calendars
- contracts
- forms
- grant proposals, bids
- hearings (transcripts of)
- job announcements
- memorabilia
- memoranda
- news or press releases
- newsletters (internal)
- notices of sale
- personnel manuals
- policy handbooks (for internal use only)
- programs (announcements of)
- stationery